



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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VICE-CHAIRPERSON
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CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

WAYS & MEANS COMMITTEE

Tuesday, October 20, 2009
8:30 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) 8:30 A.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Review and consideration of recommending payment of the following FY 2009/10 appropriations and miscellaneous invoices:

Miscellaneous Appropriations:

- A) Northwest Michigan Council of Governments = \$4,174 (per budget) (APPENDIX A)
- B) Human Services Collaborative Body 2010 Membership Dues = \$2,500 (per budget) (APPENDIX B)

Invoices:

- A) Consideration of approving the payment of unused accumulated vacation and personal hours to Clifford Porterfield, former employee of the Register of Deeds Office, who resigned from County employment effective September 17, 2009 = \$734.80 (APPENDIX C)
 - B) Consideration of an invoice dated August 17, 2009 from Northern Michigan Substance Abuse Services, Inc. (NMSAS) in the amount of \$25,444. This invoice represents 50% of the substance abuse portion of the Convention Facility Development Fund (Cobo Hall Liquor Tax). The Northern Michigan Substance Abuse Services, Inc. is a designated regional substance abuse coordinating agency, serving Manistee County. Section II of Public Act 2 of 1986 states that "The proceeds received by the taxing unit shall be distributed to the coordinating agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws, to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated." According to the check stub received from the State of Michigan, this payment is a distribution of convention facility tax funds collected in April, May and June 2009. The next payment is projected to occur on October 30, 2009. The October payment will be a distribution of the revenues collected in July through September 2009. (APPENDIX D)
- 3) 8:45 A.M. - Dale Kowalkowski, Sheriff, will appear before the Committee to request a

transfer of \$1,000 from the Sheriff's Contingency Surplus Fund # 216 000 380.013 to Trust & Agency Account # 701 000 246.000 "Victim Services Unit". The Sheriff will be present to explain the purpose of this group of volunteers serving Manistee County by assisting at scenes with victim needs.

- 4) 9:00 A.M. - James Smogoleski, Youth Services Director, will appear before the Committee to request submission of the FY 2009/10 JABG Grant to the State of Michigan.
- 5) 9:15 A.M. - Ed Haik, County Commissioner representing the Fair Board, and Phil Jaquish, Fair Board President, will appear before the Committee to discuss the potential purchase of property adjacent to the fairgrounds.
- 6) Miscellaneous Information/Discussion Items.
 - A) Review and consideration of 2009/10 snow plowing bids for the Manistee County Courthouse parking lot and Sheriff's Department parking lot. Bruce Schimke, Maintenance Supervisor, compiled all responses to the bid request and has provided a recommendation, which is attached under APPENDIX E.
 - B) Discussion regarding the Committee's intention to request financial statements from the Great Lakes Renewable Energy Association for the past and most recent Energy Fairs, which were held at the Manistee County Fairgrounds. A copy of the most recent request submitted by Allan O'Shea, County Board Chair, dated 7/13/09 is attached under APPENDIX F.
 - C) Discussion regarding County Employee Training Fund balance. (APPENDIX G)
 - D) Review of correspondence dated October 5, 2009 from Evelyn Szpliet, Director of the 2-1-1 Action Team, requesting an organizational endorsement by the Manistee County Board of Commissioners for County-wide coverage of the three digit telephone number 2-1-1. (APPENDIX H)
 - E) Discussion regarding the schedule for closing out 2008/09 financial statements.
- 7) 9:45 A.M. - Kendra Rohdy, Equalization Director, will appear before the Committee to present the 2009 County Apportionment Report.
- 8) Other Items from Committee Members.
- 9) Adjournment.

(APPENDIX A)

INVOICE

TO: Manistee County
c/o Marilyn Kliber, County Clerk
Manistee County Courthouse
415 Third St.
Manistee, MI 49660

FROM: Northwest Michigan Council of Governments
P.O. Box 506
Traverse City, MI 49685-0506

DATE: 10/5/2009

DESCRIPTION: FY 2009-10 Manistee County Appropriation for the
Northwest Michigan Council of Governments

Amount: \$4,174

*If you have any questions regarding this invoice,
please contact Charlene Schlueter at 1-800-692-7774 or 231-929-5000*



(APPENDIX B)

Human Services Collaborative Body
PO BOX 611
Manistee MI 49660
hscbmanistee@gmail.com

INVOICE

HSCB Voluntary Membership Dues 2010

\$ _____
See Dues Structure Below

A voluntary dues structure has been established:

- Larger agencies are asked to pledge \$2500.00.
- Smaller agencies are asked to pledge based an amount determined by their operating budget as follows:

Up to \$100,000	\$50
Up to \$200,000	\$100
Up to \$400,000	\$200
Up to \$600,000	\$300
- Individuals receiving this dues notice and are being asked to contribute \$15

Please remit payment to:

Manistee HSCB
PO Box 611
Manistee MI 49660

Thank You!

The HSCB: Maximizing Collaboration. Creating Effective Solutions.



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MEMORANDUM

(APPENDIX C)

OFFICE OF
CONTROLLER/
ADMINISTRATOR
231-398-3500 • Fax 231-723-1795
www.manisteecountymi.gov

TO: Manistee County Board of Commissioners

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*

DATE: September 17, 2009

RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name:	Clifford Porterfield
Department:	Register of Deed's Office
Employee #:	1070
Hourly Rate:	\$13.36
Termination Date:	September 17, 2009

2009 Unused Vacation Hours:	0.0
2010 Earned Vacation Hours:	53.00
2009 Unused Accumulated Sick Hours:	0.0
2009 Unused Personal Day Hours:	2.0

2009 Unused Vacation Payment:	\$0.00
2010 Earned Vacation Payment:	\$708.08
2009 Unused Sick Time Payment:	\$0.00
2009 Unused Personal Day Payment:	\$26.72

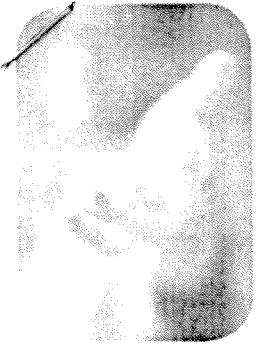
2009 Unused Cleaning Allowance Due County:	\$0.00
2009 Shift Differential Due Employee:	<u>\$0.00</u>

Total Amount Due:	<u><u>\$734.80</u></u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday,
October 27, 2009.

B. Allan O'Shea, County Board Chairperson



NMSAS

Northern Michigan Substance Abuse Services, Inc.

(APPENDIX D)

*building resources,
guiding services,
restoring hope*

August 17, 2009

Russell A. Pomeroy, Manistee County Treasurer
Manistee County
415 Third Street
Manistee, MI 49660

Dear Mr. Pomeroy:

Northern Michigan Substance Abuse Services, Inc. (NMSAS) is the designated regional substance abuse Coordinating Agency serving Manistee County.

Please accept this letter as the invoice for the substance abuse portion of the Convention Facility Development Funds (Cobo Hall Liquor Tax). The amount of this invoice is \$25,444.00 for July. Section II of Public Act 2 of 1986 states that "The proceeds received by the taxing unit shall be distributed to the Coordinating Agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated."

If you have any questions regarding this invoice please do not hesitate to contact me at (989) 732-1791.

Sincerely,

Anita Lawnichak
Deputy Director Finance & Administration



(APPENDIX E-1)

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**2009/10 SNOW PLOWING BIDS MANISTEE COUNTY COURT HOUSE AND
COUNTY SHERIFF DEPT**

Manistee County requested sealed, competitive bids for the purpose of providing snow plowing for 2009/10 season for the parking lots at the County Court House and the County Sheriff facility.

All bid proposals submitted were received at the Manistee County Controller/ Administrators Office, 415 Third Street Manistee, MI 49660. All bids were received by the 5:00 p.m. Tuesday Oct 13th, 2009 deadline.

The bid quotation's included all Materials, labor, Equipment and insurance to perform the job requested by the county and were opened by Bruce A Schimke Maintenance Supervisor at 7:00 a.m. on Wednesday Oct 14th. Please see attached bid proposals and contractor bid numbers.

MANISTEE COUNTY COURT HOUSE:

(1) Bid received:

Forbes Sanitation & Excavation, Inc.

Four Wheel Pickup W/Plow ea -----\$65.00 per hr
Front End Loader ea.-----\$85.00 per hr
Sand lot as required-----\$50.00 per trip
Truck to haul snow off if necessary-----\$85.00 per hr

MANISTEE COUNTY SHERIFF DEPT:

(2) Bids received:

(1) Seng Crane & Excavating, Inc.

Four Wheel Pickup W/Plow -----\$75.00 per hr
Front End Loader-----\$100.00 per hr
Salt Truck-----\$85.00 per hr
Rock Salt-----\$85.00 per yard



MAINTENANCE DEPARTMENT

231-398-3552

Fax 231-723-1795

(E-2)

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(2) G.O. Lawn care Services

Four Wheel Pickup W/Plow-----\$80.00 per plowing
Sand/Salt mixture-----\$50.00 per each use

In talking to each proposed snow plowing subcontractor, I believe the best contractor for the county jail would be G.O. Lawn service based on the end cost! Their cost per plowing would be \$80.00 per plowing, and if sand/salt mixture is used a total cost of \$130.00 per plowing. Compared to Sengs \$75.00 per hr with an average of 1.25 hrs per plowing, which would cost on average \$93.75 per plowing. In addition each time the jail would require ice control, Sengs has a dedicated salt truck at \$85.00 per hr, with an additional cost of \$85.00 per yard for rock salt. This on average would be an end cost at minimum of \$255.00 per plowing with salt application.

Bruce A. Schimke
Maintenance Supervisor
Manistee County Court House

(APPENDIX F)

Manistee County Board of Commissioners



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Allan O'Shea

VICE-CHAIRPERSON

Janice McCraver

Kathy Fenstermacher

Edward Halk

Ervin Kowalski

Glen Lott

Carl Rutala

CLERK

Marilyn Kilbar

(231) 723-3331

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Thomas Kaminski

(231) 398-3500

Great Lakes Renewable Energy Association**Jennifer Alverado-Director****257 S. Bridge Street****Diamondale, Michigan 49821**

7/13/09

Re: Third request for 2007-2008-2009 Michigan Energy Fair Financial Statements**Dear Jennifer,**

Well, another great year for the Michigan Energy Fair and all of the participants. Our team has put a tremendous amount of work into the event every year and this year was no exception. I am anxiously awaiting some statistics and results of this year event. We certainly couldn't have picked a nicer weekend for our efforts. I am sure that will all be shared at a recap meeting sometime this fall.

My primary reason for writing is to again request a complete financial and statistic report from the GLREA for years 2007-2008 and when ready 2009. I have made this request a number of times and last year at the recap of 2008 I asked for the results and the P/L and Revenue statements. What seems to be the problem you are a 501C3 Corporation that receives grant money to work in conjunction with Manistee County to put this event on.

We spend at least \$4000 a year on the MEF and in addition provide EMF, Dial a Ride-Transportation and Police services to name a few. I need this information for my board of commissioners and our budgeting process. I realize that during the first and second year it was a tight financial process. The third and fourth years have shown some real success and we need to know these figures.

I hope the GLREA and its board had a good time at the fair and our volunteer and thank you party. We hope that you can recharge the batteries and move on to another great year for the GLREA. I know the many volunteers from Northern Michigan worked hard and can certainly appreciate the rest. (when will there be a recap meeting?)

Sincerely yours,**Allan O'Shea****Chairperson of Manistee County Commissioners**

TRIAL BALANCE
MANISTEE COUNTY
 Balance As Of 09/30/2009

(APPENDIX G)

EMPLOYEE TRAINING FUND

GL#	Description	--- Balance ---	
		Debit	Credit
230-000-001.000	CASH	24,133.47	
230-000-202.000	ACCOUNTS PAYABLE		
230-000-214.701	DUE TO TRUST AND AGENCY		
230-000-390.000	FUND BALANCE		29,572.49
230-000-695.000	MISC. REVENUE - FUND BALANCE		705.00
230-000-699.001	TRANSFER IN - GENERAL FUND		9,530.00
230-000-716.000	FICA		
230-000-965.001	MISC. EMPLOYEE TRAINING	12,037.60	
230-000-965.002	EMPLOYEE RECOGNITION	3,836.42	
Total - All Funds		39,807.49	39,807.49

Current balance = \$24,133.47

Amt. remaining of \$25,000
 training/Education Assistance fund = (9,239.85)
 (\$1,900.85 not committed)

9/30/09 Avail. bal = \$14,893.62

+ 2009/10 approp. = + 5,000.00

\$19,893.62

bal ret. = \$14,293.62

Emp. Recog.
 Deduct = (\$3,000)

\$11,293.62

Min. Trng = ?

add to Educ.
 Assistance ?

less WCMCA Mtg.
 in 10/09 = (\$1,900.00) Approx.

less MERS Conf.
 in 9/10 = (\$1,000.00) Approx.

less Emp. Recog.
 awards (Ret) = (\$1,000.00) Approx.

less Emp. Recog. for yrs.
 of service = (\$1,700.00) Approx.

(APPENDIX H-1)

October 5, 2009

RECEIVED
OCT 06 2009

Manistee County Commissioners
Attn: Tom Kaminski
415 Third Street
Manistee, MI 49660

Dear Commissioners:

The 2-1-1 Action Team applauds the significant leadership that Manistee County Commissioners have provided our community and appreciates the opportunity to discuss the vital public communication system 2-1-1.

Your vote to endorse 2-1-1 adds Manistee County Commissioners to a list of leaders supporting this initiative countywide, across the state, and throughout the nation. To ensure the system meets the needs of local constituents, 2-1-1 invites and encourages the commissioners to join the 2-1-1 Action Team and Leadership Council.

Enclosed please find a 2-1-1 Leadership Council proposal for your review and future reference. In times of budget cuts and "doing more with less" consider the impact the 2-1-1 system will have in increasing the efficiency of nonprofit service providers. Communities that have invested in the 2-1-1 system have realized significant cost savings over time! Speaking for all members of the 2-1-1 Action Team, we thank you for your consideration of the proposal enclosed and look forward to your favorable response.

Sincerely,



Evelyn Szpliet, Director
2-1-1 Action Team
332 First Street, Suite 101
Manistee, Michigan 49660
231-398-0300

Enclosures:
Organizational endorsement
Proposal
Commitment of Support

2-1-1 Leadership Council Proposal

H-2

The 2-1-1 system supports the work of the Manistee County Commissioners and can be utilized by the county to help meet several of the top priorities as outlined during the 2009 Regional Summit including recycling, law enforcement, jobs, education, healthcare, and business.

With an annual investment of only 20-cents per resident, Manistee County will significantly impact its citizen's – taxpayers, families, children, senior citizens, workers, employers, and the unemployed – ability to access the vital services they need.

Please accept our request for an annual financial commitment in the amount of \$5000. This financial support reserves a seat on the Leadership Council (meets once annually) and one representative seat on the 2-1-1 Action Team (meets bi-monthly).

A 2-1-1 Leadership Council and Manistee County Commission partnership includes-

- ✓ Working together to make life better for our constituents, our colleagues, and our community through easy access to programs and community services;
- ✓ Ensuring the Manistee County database meets the needs of the county staff and consumers;
- ✓ Reduction of non-emergency calls to 9-1-1;
- ✓ Decrease in misdirected calls to government offices and nonprofit agencies;
- ✓ Enhanced awareness of income-generating services such as the Earned Income Tax Credit;
- ✓ An efficient, professional communications infrastructure;
- ✓ Increased efficiencies in planning processes for local government;
- ✓ Cost savings for government and nonprofit agencies;
- ✓ Savings for businesses through reduced absenteeism and increased productivity;
- ✓ Helping the most people in the most efficient manner;
- ✓ Quickening the delivery of information and resources;
- ✓ Enhancing and supporting emergency management, health and human service organizations;
- ✓ Improving the lives of our community;
- ✓ Creating public awareness and access to county services through a website link, marketing materials, and 2009 kick-off celebration.

Most importantly, Manistee County Commissioners sponsorship of the 2-1-1 initiative demonstrates your role as committed community leaders focused on the well being of more than 25,000 residents.

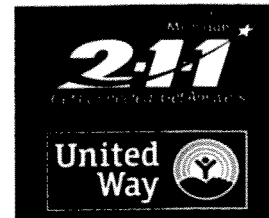
Thank you for your consideration.



Evelyn Szpliet, Director
2-1-1 Action Team
332 First Street, Suite 101
Manistee, Michigan 49660
231-398-0300



H-3



ORGANIZATIONAL ENDORSEMENT

"We the undersigned, endorse county-wide coverage of the three-digit telephone number 2-1-1. We understand the need for all citizens to have access to community, volunteer, health and human service information and referral both everyday and in times of crisis preparedness and response. We endorse 2-1-1 and call for federal, state, and local government support, as well as non-profit, foundation and business investment to bring 2-1-1 to every Manistee County resident."

Manistee County Commissioners

Name of Organization

Signed

Title

Date


2-1-1 Representative:

Evelyn Szpliet

Evelyn Szpliet, Director
Ask 2-1-1

Please sign,

copy and
return.

Thank you
for supporting 2-1-1!


Ask 2-1-1, 332 First Street, Suite 101, Manistee, Michigan 49660
231-398-0300, evelyn@ask211.org



H-4

**COMMITMENT OF SUPPORT
FOR
2-1-1 Initiative in Manistee County**

Organization: *Manistee County Commissioners*

2-1-1 Leadership Council

We agree to participate on the 2-1-1 Leadership Council, a governing board with annual dues or fee-for-services as outlined below, as a venue for financial support and leadership. We understand the board will provide oversight and direction for the Community Action Team as it provides operational leadership for 2-1-1.

The 2-1-1 Leadership Council membership includes but is not limited to 24/7 & 365 days access to health and human services for families, employees, industry, a reserved seat on the board, voting rights for decision-making and direction, access to real-time Manistee County data reports, recognition in all pertinent print media and marketing materials and a listing on the Ask 2-1-1 website - most importantly a voice of support for the 2-1-1 initiative.

\$5000 – Suggested annual 3-year commitment

\$10,000+ Level: Leadership Council *Platinum Member*

\$2000+ Level: Leadership Council *Gold Member*

\$500+ Level: Leadership Council *Member*

Manistee County Commissioners

Authorized Signature

Title

Date

*Ask 2-1-1, 332 First Street, Suite 101, Manistee, MI 49660
231-398-0300, email evelyn@ask211.org*